



### **West Allis Center for Early Education**

11112 West National Ave

West Allis, WI 53227

Phone: 414-885-0032

Email: [info@westalliscenterforearlyed.com](mailto:info@westalliscenterforearlyed.com)

### **Noncompliance Rebuttal and Plan of Correction**

**Date of Visit:** September 30, 2025

**Licensing Specialist:** Tiisha Harrell

**Staff Member:** Valicia Johnson

#### **Incident 1 : Guidance and Tone**

On September 30, 2025, during a licensing visit, an incident occurred in a classroom involving a four-year-old child who unexpectedly kicked and then backhanded a newly turned two-year-old child. Staff member **Valicia Johnson** immediately intervened verbally to stop the behavior, saying, "Keep your hands to yourself!" Her voice was raised out of shock and concern for the younger child's safety. This reaction was instinctive and protective, not disciplinary or punitive. She tried to prevent the second strike but was unable to reach the child in time, which made the situation more urgent. Her raised voice reflected immediate concern, not anger. The situation was handled appropriately, and no children were harmed other than the child who was struck. We respectfully clarify that the child involved was a four-year-old preschooler, not a toddler, as noted in the noncompliance statement. Ms. Johnson's words were consistent with the intent of **DCF 251.07(2)(e)**, which allows firm verbal intervention to ensure immediate safety. The elevated tone was a spontaneous response to protect the children, not a display of inappropriate discipline. Following the observation, the staff member was reminded of the importance of maintaining tone awareness even during emergencies. The event was reviewed at the next staff meeting, where all teachers participated in a discussion regarding DCF expectations for tone, positive guidance, and emergency responses. A **Positive Guidance and Behavior Management refresher training** has been scheduled for all staff, and administrators will continue conducting **random classroom observations** to reinforce best practices.

#### **Incident 2: Child Tracking and Attendance Sheet**

##### **Description (from Licensing):**

The center failed to implement and adhere to a procedure to ensure the whereabouts of the children in care when six (6) children were signed in on the Toddler Classroom's tracking sheet, but eight (8) children were present. One child was signed out of the Infant classroom but never signed into the Toddler classroom.

October 6th  
2025



Pilot

YELFESS B

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## Outdoor Time & Bathroom Break Tracker

Use this tracker to record when children go outside and come back inside, as well as bathroom breaks.

Child Name	Date of Birth	Time Out	Time In	Bathroom Break Out	Bathroom Break In
Kairo A Durr	7/9/25				
Yahdriel M Orellana Santana	7/5/25				
Nyier Z Bell	6/15/25				
Theodore Blackburn	12/5/24				
Rayne Blackburn	12/5/24				
Arabella B Chatfield	10/31/24				
Layani C Cruz Marrero	7/4/24				
Easton K Harris	5/25/24	12:20 pm	117 am		
Billie Cepuran	4/14/24	12:20 pm	117 am		
Samarah Robles-Kieffer	3/31/24				
Maikehl L Cuevas	3/5/24				
Galaxy Jones <del>Johnson</del>	2/28/24	12:29	1127 am		
Nasir Z Mickey	12/1/23	12:29 pm	117 am		
Koa D Harrion	8/27/23	12:29	1127 am		
Yorii D Harrion	8/27/23	12:29	1127 am		
Dejaneisy Torres Marrero	3/7/23	12:29	1127 am		
Aurell Otero	10/11/22				
Roxana I Jimenez	7/28/22				
Amiko B Cotton	3/8/22				
Daylin J Weeks	1/30/22				
D' Miah H Murphy	9/10/21				
Nolan K Bell	9/2/21				

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**Valica Johnson**

2488 S 18th St  
Milwaukee, WI 53215  
(414) 241-7341  
Vvj11990@gmail.com

30 September 2025

**West Allis Center for Early Education**

Owner, Keisha Jefferson  
1112 West National Ave  
West Allis , WI 53227

Dear Ms.Keisha,

I want to truly apologize for my tone on September 30, 2025, during a licensing visit. I love my job and I wouldn't do anything to harm any of the children that I work with. I really have these children's best interests at heart.

I understand that my tone was a bit stern towards 4yr old Noland Bell. I was shocked to see Noland kicking and hitting a younger 2 year toddler child that was smaller than he was. He kicked her in her chest or stomach and was proceeding to backhand her with his hand when I said in a loud and stern voice, "keep your hands to yourself". My intentions were to stop him and redirect his actions before either child seriously got hurt.

To take accountability for my actions, I apologize to you (owner), the staff, and the children for using such a harsh tone. I also agree to take a refresher training course to help with how to communicate with children and others. I will also be looking into more resources to help with behavioral management and social interaction skills. I am really sorry for my actions.

Sincerely,



**Valica Johnson**

Attendance Tracking Sheet – Teacher Use Only



Kushner J. 6:30 am - 8:10 am  
 Bailey J. 7:40 am -  
 Dianna V. 7:35 am -  
 Valeria J. 8:08 am - 9:03  
 Camp M. 8:56 am -

No.	Child's Name	DOB	Date	Check In	Check Out	Begin Room	End Room	Notes
1	Kairo A Durr	07/09/2025	10.03.25					
2	Yahdiel M Oreilana Santana	07/05/2025	10.03.25					
3	Nyler Z Bell	06/15/2025	10.03.25					
4	Rayne Blackburn	12/05/2024	10-3-2025	7:46	3:49	ES	ES	
5	Theodore Blackburn	12/05/2024	10-3-2025	7:46	3:49	ES	ES	
6	Arabella B Chatfield	10/31/2024	10.03.25	10:20am	3:04pm	ES	ES	
7	Layani C Cruz Marrero	07/04/2024	10-3-2025	8:56am		ES	ES	
8	Easton K Harris	05/25/2024	10.03.25					
9	Billie Cepuran	04/15/2024	10-3-2025	7:57am	8:42am	ES	F-6	
10	Samarah Robles-Kieffer	03/31/2024	10-3-2025					
11	Makheili L Cuevas	03/05/2024	10-3-2025	8:03am	8:42am	ES	F-6	
12	Galaxy Jones	02/28/2024	10.03.25					
13	Nasir Z Mickey	12/01/2023	10-3-2025	7:30	8:43	ES	f-6	
14	Yorli D Harron	08/27/2023	10.03.25					
15	Koa D Harron	08/27/2023	10.03.25					
16	Dejanetsy Torres Marrero	03/07/2023	10.03.25	9:15am	10:58	ES	D4	
17	Aureli Otero	10/11/2022						
18	Roxana I Jimenez	07/28/2022						
19	Amiko B Cotton	03/08/2022						
20	Daylin J Weeks	01/30/2022						



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### **Staff Meeting Agenda**

**Date:** Friday, October 3, 2025

**Facilitator:** Keisha Jefferson, Administrator

#### **Meeting Purpose:**

To strengthen daily practices related to **child attendance tracking** and **positive communication strategies** for managing child behavior. This meeting ensures that all staff understand the importance of accurate documentation, consistent supervision, and maintaining calm, positive interactions with children.

#### **A. Attendance Tracking and Documentation**

- Review of DCF 251.07(3)(f) requirements for accurate attendance and child tracking.
- Importance of knowing the **exact location of every child** at all times.
- Procedures for signing children in and out of classrooms using both paper and Brightwheel systems.
- Implementation of **dual verification** between sending and receiving teachers for classroom transitions.
- Addressing common mistakes such as delays in sign-ins during transitions, drop-offs, or visitor distractions.
- Accountability reminder: Attendance must reflect real-time ratios and be updated immediately.
- Administrators will conduct random spot checks for compliance.

#### **Talking Point:**

"If a child is in our building, they must be documented. If a child leaves our room, we must update the record immediately — no exceptions."

#### **B. Child Communication & Behavior Management**

- The importance of positive communication and modeling calm, respectful behavior.
- Recognizing how tone and body language influence children's reactions.
- Managing stress and maintaining composure during challenging behaviors.
- Responding appropriately to unsafe behaviors while prioritizing safety and emotional support.
- Using supportive language to guide behavior (e.g., "Hands are for helping," "Let's use our words").
- Ensuring consistency across staff and classrooms for behavior expectations.



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### **Staff Communication: Attendance Tracking and Child Communication/Behavior**

**Date:** October 3, 2025

**From:** Keisha Jefferson, Administrator

**Purpose:**

This written communication serves as a review of key reminders and expectations following our recent licensing visit. Please read carefully and sign below to acknowledge your understanding.

#### **1. Attendance Tracking & Documentation**

It is the responsibility of every staff member to ensure that **attendance tracking is accurate and up to date at all times.**

- All children must be signed in and out using both the **paper tracking sheet** and **Brightwheel** system.
- When children move between classrooms, both the **sending and receiving teachers** must update their records immediately.
- Documentation must reflect **real-time ratios**; under no circumstance should a child be present without being signed in.
- Delays in updating tracking records—including during conversations with parents, licensors, or staff—must be avoided.
- The **Administrator or Assistant Director** will conduct periodic **spot checks** for compliance.

**Talking Point:** “If a child is in our building, they must be documented. If a child leaves our room, the record must be updated immediately — no exceptions.”

#### **2. Child Communication & Behavior Guidance**

Staff are expected to use **positive guidance** and maintain a calm, respectful tone when interacting with children.

- Always model gentle, patient communication.
- When a child’s behavior becomes unsafe, staff may raise their voice briefly to prevent harm but must return to a calm tone once safety is restored.
- Avoid yelling out of frustration or anger.



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## Behavior Support Plan

**Child's Name:** Nolan Bell

**Date of Birth:** 09/12/2021

**Classroom:** B-2

**Teacher:** Mrs. Patricia Hyler

**Parents/Guardians:** Marish Byndum & Naqui Bell

### Meeting Record & Agreement

This plan was developed collaboratively between the school and family to support Nolan's success. The team met to discuss behavioral challenges including difficulty accepting "no," prolonged crying, physical aggression, and threatening language. The goal is to provide Nolan with consistent expectations, calming strategies, and positive reinforcement both at school and home.

### Behavior Goals

1. Use words or signals (e.g., "I need a break") instead of screaming or hitting.
2. Sit and engage in curriculum for short periods, gradually increasing stamina.
3. Demonstrate safe hands and feet at all times.
4. Practice calming strategies when upset.

### School Strategies

- Visual daily schedule and consistent routines.
- First/Then prompts and offering limited choices.
- Calm-down corner with sensory supports.
- Token/reward system for calm behavior and following directions.
- Consistent, calm response to aggression: removal from group, reflection after calm.

### Home Strategies


- Use a visual routine chart at home (morning, meals, bedtime).
- Practice deep breathing, calm-down basket, and emotion labeling.
- Use First/Then language to reduce conflicts.
- Praise and reward small successes consistently.
- Respond to aggression with calm limits: "Hands are for safe touches. Let's take a break."


10:52   

 **Samarah Robles-Kieffer** Profile

Sep 30, 2025


 **Samarah checked in**  
In F.6 Toddlers by Ceirra Fus  
STAFF Sep 30, 2025 at 12:31 PM

 **Samarah checked out**  
In F.6 Toddlers by Ceirra Fus  
STAFF Sep 30, 2025 at 11:54 AM

 **Samarah checked in**  
In Recess B by Ceirra Fus  
STAFF Sep 30, 2025 at 11:54 AM

 **Samarah checked out**  
In D.4 by Valica Johnson  
STAFF Sep 30, 2025 at 9:01 AM

 **Samarah checked in**  
In D.4 by Bailey N Jefferson  
STAFF Sep 30, 2025 at 8:45 AM

 **Samarah checked in**  
In F.6 Toddlers by Jessie Kieffer

- ✓ No fever
- ✓ No cough or shortness of breath
- ✓ No contact with COVID-19 in the last 14 days

Sep 30, 2025 at 8:06 AM

Sep 29, 2025

10:53

Maikehl Cuevas

Profile

Sep 30, 2025


 **Maikehl checked in**  
In F.6 Toddlers by Ceirra Fus  
STAFF Sep 30, 2025 at 12:31 PM

 **Maikehl checked out**  
In F.6 Toddlers by Ceirra Fus  
STAFF Sep 30, 2025 at 11:54 AM

 **Maikehl checked in**  
In Recess B by Ceirra Fus  
STAFF Sep 30, 2025 at 11:54 AM

 **Maikehl checked out**  
In D.4 by Valica Johnson  
STAFF Sep 30, 2025 at 9:01 AM

 **Maikehl checked in**  
In D.4 by Bailey N Jefferson  
STAFF Sep 30, 2025 at 8:45 AM

 **Maikehl checked in**  
In F.6 Toddlers by Lauren Stern

- ✓ No fever
- ✓ No cough or shortness of breath
- ✓ No contact with COVID-19 in the last 14 days

Sep 30, 2025 at 8:39 AM

Sep 24, 2025


 **Maikehl checked out**

 In F:6 Toddlers by Ceira Fus  
Sep 30, 2025 at 4:30 PM

 Samarrah checked in  
In Recess A by Ceira Fus  
Sep 30, 2025 at 8:30 PM


 Samarrah checked out  
In Recess B by Ceira Fus  
Sep 30, 2025 at 12:31 PM

 Samarrah checked in  
In F:6 Toddlers by Ceira Fus  
Sep 30, 2025 at 12:31 PM

 STATUS In F:6 Toddlers by Ceira Fus  
Sep 30, 2025 at 12:31 PM

 STATUS Samarrah checked out  
In F:6 Toddlers by Ceira Fus  
Sep 30, 2025 at 11:54 AM

 STATUS Samarrah checked in  
In Recess B by Ceira Fus  
Sep 30, 2025 at 11:54 AM

 STATUS Samarrah checked out  
In D:4 by Valica Johnson  
Sep 30, 2025 at 9:01 AM

 STATUS Samarrah checked in  
In D:4 by Bailey N Jefferson  
Sep 30, 2025 at 8:45 AM


 STATUS In F:6 Toddlers by Ceira Fus  
Sep 30, 2025 at 12:31 PM

 STATUS Samarrah checked out  
In F:6 Toddlers by Ceira Fus  
Sep 30, 2025 at 11:54 AM

 STATUS Malkehl checked in  
In Recess B by Ceira Fus  
Sep 30, 2025 at 11:54 AM

 STATUS Malkehl checked out  
In D:4 by Valica Johnson  
Sep 30, 2025 at 9:01 AM

 STATUS Malkehl checked in  
In D:4 by Bailey N Jefferson  
Sep 30, 2025 at 8:45 AM

 STATUS Malkehl checked in  
In F:6 Toddlers by Lauren Stern  
✓ No fever  
✓ No cough or shortness of breath

 STATUS Sep 30, 2025 at 4:42 PM

 STATUS Samarrah checked out  
In F:6 Toddlers by Ceira Fus  
Sep 30, 2025 at 4:30 PM

 STATUS Samarrah checked in  
In Recess A by Ceira Fus  
Sep 30, 2025 at 4:30 PM

 STATUS Samarrah checked out  
In Recess B by Ceira Fus  
Sep 30, 2025 at 12:31 PM

 STATUS Samarrah checked in

